



December 2011 Workshops Wasatch Front North Service Area

Workshop: <i>Description and Requirement</i>	Date	Time	Location
Assertive Communication: Learn communication styles, how to say no, listening skills, expressing thoughts and feelings, personal rights, power up your language in interviews, conflict management, & positive and negative feedback strategies. (3 day workshop, 4 hours per day) <i>Obtain certificate upon attending all 3 days</i>	12/6 12/7 12/8	8:30	Ogden
Basic Computer: Learn basic computer skills: using the keyboard and mouse; locating, opening, printing, saving and closing files; copying and pasting; creating, receiving, and sending emails with attachments; etc. <i>This is not a "learn how to type" course.</i> (1.5 hour workshop)	12/1 12/8 12/15 12/22 12/29	9:00	Clearfield
Employment Resource Seminar: For these difficult times we all need tools to increase our opportunities in obtaining meaningful employment! Our Cutting Edge Seminar is that tool! 3 hours of interactive instruction and a 4th hour of breakout groups(employers, job developer, etc) (4 hour workshop)	12/6 12/13 12/7 12/8 12/15 12/14	8:30 8:30 8:30 8:30	Ogden Roy Clearfield South Davis
Veteran Employment Workshop: One-day veteran employment workshop covering job search, resumes, and interviewing skills. (5hrs) <u>Veterans only!!</u>	12/14	8:00	Clearfield
HAFB Brown Bag: Learn the federal application process, KSAs, etc. Class is 11:30 -1pm and taught by HAFB personnel. You must arrive early due to limited seating, no reservations. <u>NO LATE COMERS WILL BE LET IN!!!</u>	12/20	11:30	Clearfield
Mock Interviews: Practice your interviewing skills; learn what needs improvement and what you do well. You will be evaluated in a mock interview and then given your results with common questions employers may ask. (1/2 hour practice session). <i>Interviews held weekly, must reserve a slot, by appointment only.</i>	Talk to your workshop presenter to schedule		Ogden Roy Clearfield South Davis

Must arrive 10 minutes early to the workshops, if you are not on time then you may be asked to reschedule for another date. Please be courteous to others and be on time.

To pre-register:

- ✓ Log into Jobs.Utah.gov
- ✓ From the “My Home Tab” select “Schedule a Workshop”, which is under the additional links section
- ✓ From the Pull Down Menu, select the Workshop you want to attend, then with your mouse click on the “select” button
- ✓ You are now viewing a calendar with the dates and times of the workshop you want to attend that are near you
- ✓ Click with your mouse on the time you want to attend, which will then show you the location and address for that workshop
- ✓ If you wish to attend, then with your mouse click on the “schedule” button
- ✓ You are now registered for that workshop and you will see the registration when you return to the “My Home Tab” on jobs.utah.gov

South Davis Employment Center
763 West 700 South Woods Cross, UT
84087

Ogden South Employment Center
480 27th Street Ogden, UT 84401

Clearfield Employment Center
1290 East 1450 South Clearfield, UT
84015

Roy Employment Center
1951 West 5400 South Roy, UT 84067